



**FIRST 5 CALIFORNIA CBO PROGRAM
STATEWIDE RFP # 11A Q&A
MARCH 14, 2003**

1 Q: Can a CBO apply for the CBO grant if it already receives other types of Proposition 10 funding?

A: Yes. Bidders who receive any type of Prop. 10 funding can apply for the First 5 California CBO grants. However, bidders must note that First 5 California CBO grants cannot be used to supplant existing program funding. First 5 California has obtained an advisory opinion from the Attorney General's office which states that Prop. 10 funds cannot supplant existing state, county or local funds; therefore, the funds must clearly expand the program. Following is the advisory opinion: "The definition of 'supplement' is to add or to augment something that currently exists, while 'supplant' is defined as taking the place of something. As used in the Act (the Children and Families Act of 1998), all moneys raised pursuant to the Act shall be appropriated and expended only to supplement existing levels of services. In contrast, the Act specifically prohibits appropriation and expenditures of such moneys to supplant state or local General Fund money. Further, moneys are prohibited to be used to fund any existing levels of service."

In addition, this is not a service delivery focused program and it is not aimed at providing funds to any program for any activity other than First 5 California message delivery.

2 Q: Can the CBO funding be used for educational programs about other issues (besides those outlined in the RFP) such as oral health?

A: No. This grant program is designed to fund grassroots outreach focusing on the following messages:

- Understand the importance of brain development in the early years
- Read, talk and play with your children
- Don't smoke during pregnancy or around babies and children
- Don't use alcohol or drugs during pregnancy

However, First 5 California has informational materials about oral health issues that could complement the outreach and distribution by granted organizations.

3. Q: Do we have to attach proof of insurance to the proposal? If so, what is required (i.e., a certificate of insurance, a letter from our insurance company, etc.)?

A: No. Bidders do not have to show proof of insurance during the RFP process. However, successful bidders will be required to submit a photocopy of certificate showing that the granted organization has liability insurance with aggregate coverage of at least one million dollars (\$1,000,000) per incident, and that the bidder, if awarded a grant agreement, indemnifies the First 5 California Public Education Team, First 5 California/Children and Families Commission, the First 5/Children and Families County Commissions and all representatives of same from any legal action which may be brought as a result of the bidder's work on the project. Bidders without liability insurance can itemize the cost of indemnification insurance in submitted budget (see Attachment C). This document is available for downloading from www.cffc.ca.gov/rfp.htm.

4. Q: The only audience for our organization is children and parents with disabilities and special needs; should our proposal breakdown this specialized group into socioeconomic health and geographic categories as well?

A: Yes. The proposal must breakdown your target audience into socioeconomic health and geographic categories as indicated in page 2 and 3 of Attachment A.

5. Q: What date should be included in the proposal?

A: The proposal should include the date of submission.

6. Q: Are all grantees required to attend the training in Los Angeles and can the cost of airfare, hotel and meals be included in the proposal budget submitted?

A: The First 5 California Public Education Team will provide content and subject matter training to CBOs to help them deliver approved messages to their constituents. Up to three staff members from each awarded CBO will be required to attend one to two training sessions. Travel expenses for the trainings must be incorporated into the bidder's program budget. However, all meals taking place during the training will be taken care of and should not be included in the proposed budget. The trainings are mandatory for all CBO grantees. The first training session will take place on May 12, 2003 from 9 a.m. – 5 p.m. in Los Angeles.

Location: First 5 LA
333 South Beaudry Avenue, Suite 2100
Los Angeles, CA 90017

7. Q: Are local government agencies such as a county probation department or public schools considered non-profit agencies and therefore, eligible to apply for this RFP?

A: All bidders must have a current non-profit or other tax-exempt status under the regulations of the U.S. Internal Revenue Service. Public agencies **do** fall under the tax-exempt category. Please refer to Attachment A for a list of IRS non-profit designations.

8. Q: Are the RFP forms/attachments available in Microsoft Word so that they can be completed via computer?

A: No. It is the policy of the State of California that RFP documents cannot be made available in Microsoft Word format on the Internet. However, we have posted an interactive PDF version of the document on the CCFC Web site that allows users to complete the application forms via computer. In addition, we have posted print-only versions. These versions of the documents are available now and can be accessed at www.ccfc.ca.gov/rfp.htm.

9. Q: Can a CBO apply for funding to expand current services provided into other counties that the organization serves?

A: This particular grant is for community-based organizations to conduct outreach programs that focus on the First 5 California approved messages and issues. This is not a service delivery focused program and it is not aimed at providing funds to any program for any activity other than First 5 California message delivery.

In addition, First 5 California has obtained an advisory opinion from the Attorney General's office which states that Prop. 10 funds cannot supplant existing state, county or local funds; therefore, the funds must clearly expand the program. Following is the advisory opinion: "The definition of 'supplement' is to add or to augment something that currently exists, while 'supplant' is defined as taking the place of something. As used in the Act (the Children and Families Act of 1998), all moneys raised pursuant to the Act shall be appropriated and expended only to supplement existing levels of services. In contrast, the Act specifically prohibits appropriation and expenditures of such moneys to supplant state or local General Fund money. Further, moneys are prohibited to be used to fund any existing levels of service."

10. Q: Can applicants submit a proposal to provide tobacco cessation as a component of a comprehensive program to smoker parents of children ages 0-5 who smoke? If so, can nicotine replacement therapy be purchased with grant funds?

A: Again, it is extremely important to note that this particular grant is for community-based organizations to conduct outreach programs that focus on the First 5 California approved messages and issues. **This is not a service delivery focused program and it is not aimed at providing funds to any program for any activity other than First 5 California message delivery.**

11. Q: Can the salaries for the outreach program coordinator and outreach workers conducting the parent workshops or meetings be part of the proposed program budget for this RFP?

A: Yes. The budget can reflect the salaries of the program coordinator and the outreach workers as long as the staff positions are part of direct program implementation.